

1. ***What is DAAB?***

DAAB stands for **D**iversity **A**ffirmative **A**ction **B**oard.

2. ***What does this board do? What kind of issues does it address?***

The DAAB's mission is to address diversity, equal employment opportunity, and affirmative action issues related to Laboratory policies and practices.

3. ***What kind of resources does this board have?***

This board has access to the Senior Executive Team (SET) through the three Diversity Champions (Don Cobb, Rich Mah, and Tom Meyer). It is funded through the Diversity Office, and its members will use some work time to accomplish its goals. The board will include two delegates from each of the seven existing Diversity Working Groups (DWGs) and six additional delegates from the workforce at large. Additionally, there will be three non-Board members, one each from the Employee Advisory Council (EAC), the Science and Engineering Advisory Council (SEAC), and the Student Programs Advisory Council (SPAC).

4. ***Has anything changed with the Diversity Champions' role?***

Yes, the concept of the Diversity Champions was initially piloted to champion issues specific to certain ethnic groups. Together, the Champions will now address broad and/or specific diversity concerns, since many cross cultural lines.

5. ***When did the DAAB go into effect?***

The first meeting of the board was August 1.

6. ***Who can serve on this Board?***

Any UC employee who has the written approval of his or her manager, with supervisor input. Continued service on the Board is at the sole discretion of the manager.

7. ***Why should my supervisor and manager support my participation on this board?***

This is a good opportunity for managers and employees alike to develop a number of skills and experiences that will be applicable to other kinds of work. Skills development includes leadership, project management, diversity and cultural competency, EEO laws and understanding, communication skills, teamwork, decision-making processes, etc. This is a great opportunity for individuals to invest some time in the DAAB without having to leave a current job to gain these types of experiences elsewhere.

8. ***What do I, as an individual, get out of participating on this Board?***

By participating on the DAAB, you will gain leadership and project management experience; develop cultural competency as you help address diversity and EEO/AA issues; work as a team member; and learn communication and change leadership skills. Most importantly, you will get the opportunity to provide input into institutional processes.

Frequently Asked Questions about the new Diversity/Affirmative Action Board

9. ***Who chairs this board?***

The board elected a chair from its members, and all board members had an equal opportunity to be elected chair. Delegates from the EAC, SEAC, and SPAC are considered non-members and may not hold leadership positions on the board. As of January 21, 2003, the chair is Vann Bynum.

10. ***What is the length of my term if I am selected to serve on this board?***

A term is 12 months, and a person may serve no more than two consecutive terms. This allows new members to join the board at varying intervals, bringing with them fresh ideas and perspectives.

11. ***Can I use work time from my job to participate on the Board? If so, how much?***

Traditionally employees have invested 10% of their total hours on working group efforts such as this. If you are already on another board, you should discuss with your supervisor and manager how dual or multiple memberships may affect your productivity on the job before seeking Board membership.

12. ***Will there be any travel involved? Does my supervisor/manager have to approve it?***

You might be asked to represent the Board at a training event or diversity awareness function away from the Laboratory. However, your supervisor/manager must approve in advance and in writing any absence from the workplace because, although the Diversity Office might contribute to your travel expenses (through a DAAB or DWG budget), your group is responsible for paying your salary. In addition, the supervisor/manager always determines how much time you can spend away from your regular work responsibilities. Whether an employee may travel is at the sole discretion of the employee's manager.

13. ***What if I am already on a Diversity Working Group? Can I also serve on this Board? How will this new board affect current Working Group members?***

If you are already on a DWG and you are a UC employee, you may ask your DWG to nominate you. You should discuss with your supervisor and manager how dual memberships may affect your productivity on the job before seeking Board membership. You need your manager's signature indicating agreement to allow you time away from your job before you can seek nomination to the Board.

14. ***I am a white male. Can I be nominated to the Board?***

Yes, you can serve as an at-large member. Likewise, you can also serve as a member on any of the DWGs and be nominated through that avenue also. Diversity is everyone, and that includes white males.

15. ***How do I get nominated to this Board?***

The Call for Nominations is being issued on January 23, and a nomination form is attached. You may use the form to nominate yourself or someone else, or you may ask someone else to nominate you.

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16. ***Who makes the final decision on who will serve on the Board?***

The Diversity Champions, the DVO/OEO Directors, and the DAAB Chair will jointly complete the selection process. All nominees and their supervisors will be notified about new member selections. Every effort will be made to achieve a membership as fully representative of as many dimensions of diversity as possible.

17. ***What is the deadline for nominations?***

Nominations must be submitted no later than February 14, 2003. Send original completed nominations (signed by supervisor) to the Diversity Office, Attention: Danny Valdez, M/S M894, or fax it to 667-6404.

18. ***Where do I get the nomination form?***

The form is attached to the Call for Nominations being distributed via e-mail to the entire workforce on January 23. You may also download the form at <http://www.lanl.gov/orgs/dov/Teams/DAABcall.doc>.

19. ***Do my supervisor and manager have to know I am on this Board?***

Yes. Their primary concerns are programmatic responsibilities and productivity, and it is up to the manager, with supervisor input, to decide how much time may be spent on non-programmatic activities. Members must get their managers' written approval to serve on this Board. Continuing service on the Board is at the sole discretion of the manager.

20. ***Are my supervisor and manager required to give me permission to serve on the Board?***

No. It is up to the manager, with supervisor input, to decide if the program or project can spare you and for how long.

21. ***The DAAB will work with the existing DWGs and can appoint additional sub-teams. What's the difference between the DAAB, a DWG, and a DAAB sub-team?***

Think of the DAAB as a *Project Team*, a DWG as a *permanent committee*, and a sub-team as an *ad hoc committee*. The DWGs have a continuing interest in topics related to a specific group of employees. The sub-teams are appointed on an as-needed basis to address either task-focused or issue-focused projects for a defined time period.

22. ***Where do I get more information?***

There are a number of options. To read the complete Board Charter and Bylaws, click on <http://www.lanl.gov/orgs/dvo/Teams/DAABCharter.pdf>. Check the NewsBulletin at <http://www.lanl.gov/orgs/pa/newsbulletin/2002/06/19/text02.shtml> and <http://www.lanl.gov/orgs/pa/newsbulletin/2002/07/31/text02.shtml> for information about the original DAAB roll-out. And finally, feel free to contact any of the DWG Chairs and/or the individuals named below.

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23. *How do I contact this board if I have a topic I want the Board to consider?*

If you have a topic that needs to be considered, you may contact the Chair, Vann Bynum, at 667-9807 or <mailto:vbynum@lanl.gov>. If you have a question about submitting an application, you may contact Danny Valdez (DVO) or Amy Sahota (OEO) at:

Diversity Office
Danny Valdez
667-5665
dlvaldez@lanl.gov

Office of Equal Opportunity
Amy Sahota
667-8695
aks@lanl.gov

24. *What do all these acronyms represent?*

AA/EEO	Affirmative Action/Equal Employment Opportunity
AADWG	African American Diversity Working Group
AIDWG	American Indian Diversity Working Group
AsADWG	Asian American Diversity Working Group
DAAB	Diversity Affirmative Action Board
DAG	Deaf Awareness Group
DVO	Diversity Office
DWG	Diversity Working Group
EAC	Employee Advisory Council
EEOC	Equal Employment Opportunity Commission
FAQs	Frequently Asked Questions
HDWG	Hispanic Diversity Working Group
LGBTIDWG	Lesbian, Gay, Bisexual, Transgender, and Intersex Diversity Working Group
LIM	Laboratory Information Meeting
OEO	Office of Equal Opportunity
OFCCP	Office of Federal Contract Compliance Programs
SEAC	Science and Engineering Advisory Council
SET	Senior Executive Team
SPAC	Student Programs Advisory Council
WDWG	Women's Diversity Working Group
WES	Work Environment Survey